

MONROE COUNTY JOB DESCRIPTION

Position Title: DIVISION DIRECTOR PUBLIC WORKS AND SPECIAL OPERATIONS		Date: Dec 12, 2002
Position Level: 14	FLSA Status: Exempt	Class Code: 14-6

GENERAL DESCRIPTION

Primary function is to guide, direct, manage and administer Public Works Division, which includes Engineering, Facilities Maintenance, Fleet Management, Roads & Bridges, and Special Operations (Animal Control, Card Sound Toll Authority and special projects).

KEY RESPONSIBILITIES

1. *Prepare, review, edit, recommend and monitor the Division's budgets.
2. Plan, control, staff, organize, represent and direct all Division programs in the County.
3. *Speak to civic clubs, homeowners, property owners, radio, TV and newspapers as required. Official spokesperson for all divisional issues.
4. Coordinate work activities and programs of the Division with other County programs and projects.
5. Evaluate divisional activities through review of work plans, conferences and inspections.
6. Interview applicants, review applications and recommends hiring of all division personnel. Direct, implement and monitor all county programs regarding personnel issues within the Division.
7. *Serve as Division coordinator for the County Administrator during emergencies and disasters to best utilize resources of the Division.
8. Provide policy recommendations on Division issues and programs to the County Administrator, the BOCC and other Divisions. Consult with the County Administrator periodically concerning issues, problems and progress of the Division.
9. Prepare, review, edit and approve items to be forwarded to the County Administrator for placement on the County Commission meeting agenda and handle presentations at meetings with staff participation as necessary.
10. *Direct and Oversee Special Operations section of the Division, which includes Animal Control, Card Sound Toll Authority and Special Projects.
11. Carry out such other projects as may be required to accomplish the function of the Division.

*Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education/Experience</i>	Master's Degree required and 7 to 10 years experience. OR Bachelor's Degree and 12 years progressively responsible experience in related field.
<i>Impact of Actions:</i>	The position has primary responsibility for the long-range future of Monroe County and affects operations beyond the scope of Monroe County government.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Multifaceted: Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with County-wide policies.
<i>Communication with Others:</i>	Requires continuing internal and external contacts involving difficult formal negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and managing relationships at the highest level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	Director, as part of senior management, is expected to be available as necessary to fulfill job obligations.
<i>Other:</i>	Extensive experience in Public Works field may substitute for the educational requirement. Florida Driver's License.

APPROVALS		
<i>County Administrator:</i>		
Name:	Signature:	Date:
_____	_____	_____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____